

Paid Vacation Days

for full-time members of the professional staff

General Policies

Full-time members of the professional staff may use paid vacation days as outlined below. A staff member's total annual allotment of vacation days must be used within the fiscal year (July 1 through June 30). Unused vacation days may *not* be carried over from year-to-year, and an employee may not receive cash payment in lieu of vacation. Employees continue to receive their normal base salary when taking vacation days for which they are eligible.

As a general practice, vacation days are to be scheduled according to the needs of the department and the employee's preferences. Employees are required to schedule vacation days in consultation with their supervisor. Vacation days may be taken in as little as half-day increments with the approval of the supervisor.

Eligibility

Full-time professional staff are eligible to use vacation days as outlined below.

Vacation Days for Exempt Professional Staff

Exempt employees (those who do not complete time sheets) are eligible to take the equivalent of 2 vacation days per work month; i.e., 24 days each fiscal year for those on a 12-month appointment, 20 days per fiscal year for those on a 10-month appointment.

First year of employment: Full-time exempt employees become eligible to take vacation days, at the rate of 2 days per calendar month, as of the 1st of the month coinciding with or following the date of full-time employment. During the first year of employment, employees may take vacation days as, or after, they are earned. Vacation days earned during a fiscal year must be used by June 30. Between the 1st of the month coinciding with or following the 1st year anniversary date, and the next July 1, employees may take paid vacation at a rate equivalent to 2 days per work month. For example, if the 1st year employment anniversary falls on April 25, an employee may take up to 4 days of paid vacation from May 1 through June 30 (2 months times 2 vacation days per month).

As of each July 1, exempt employees with a year or more of full-time service may take their total allotment of vacation days at any time during the fiscal year, with the prior approval of their supervisor.

Full-time employees who work less than a 12-month schedule will receive vacation days on a pro-rated basis; 22 days per fiscal year for those on an 11-month appointment or 20 days per fiscal year for those on a 10-month appointment.

Vacation Days for Non-exempt Professional Staff

Upon appointment to a full-time position, non-exempt employees (those who complete time sheets) are eligible to take the equivalent of .83 vacation days per work month; i.e., 10 days each fiscal year for those on a 12-month appointment. Non-exempt employees earn additional vacation days based on years of full-time service.

Full-time non-exempt employees are eligible to take vacation as follows:

1st through 4th year of employment	10 days per fiscal year
upon completion of years 5 through 9	15 days per fiscal year
upon completion of 10 years or more	20 days per fiscal year

From the 1st through the 4th year of full-time employment, vacation days are earned at a rate of .83 days per work month. Upon completion of the 5th year of full-time employment, vacation days are earned at a rate of 1.25 days per month. Upon completion of the 10th year of full-time employment, vacation days are earned at a rate of 1.67 days per month.

Full-time employees who are scheduled to work less than 12 months per year will receive vacation on a pro-rated basis (.83, 1.25, or 1.67 times the number of months the employee is scheduled to work each year, rounded to the nearest half-day).

First year of employment: Individuals appointed to a full-time position begin earning paid vacation, at the rate of .83 days per calendar month, as of the 1st of the month coinciding with or following the date of full-time employment. During the first year of employment, employees may take vacation days as, or after, they are earned. Vacation earned during a fiscal year must be used by June 30.

For example, if a non-exempt employee was hired on January 15, 2009, he/she would earn paid vacation day as follows:

- February 1, 2009 - June 30, 2009: 4 vacation days may be taken between February 1 and June 30, 2009 (5 months times .83 vacation days per month, rounded to the nearest half-day). During the 1st year of employment, vacation days may not be taken in advance of when they are earned; they may be taken as, or after, they are earned.
- July 1, 2009 - June 30, 2010: 10 vacation days may be taken (12 months times .83 vacation days per month). Between July 1 and the 1 year anniversary date, vacation days may be taken as, or after, they are earned.

Following completion of 1 year of employment, vacation days which an employee will earn during a fiscal year may be taken before they are actually earned, with the approval of the supervisor. All vacation earned during a fiscal year must be taken by the end of the fiscal year (June 30).

Upon completion of employment years 5 and 10, additional vacation increments may be taken as of the 1st of the month in which an employee's full-time anniversary date falls. The employee has until the end of the following fiscal year to use these additional days. As of the July 1 immediately following the anniversary date, the employee may take vacation days based on length of full-time service.

For example, if an employee's 5th year anniversary date fell on October 20, 2009, he/she would receive paid vacation as follows:

- July 1, 2009 - June 30, 2010: 10 paid vacation days
- October 1, 2009 - June 30, 2011: 5 additional days of paid vacation (non-exempt employees receive an additional 5 days of vacation as of the 1st of the month in which their 5th year anniversary falls, and have until June 30 of the following fiscal year to use them)
- July 1, 2010 - June 30, 2011: 15 vacation days

Vacation Days for Full-time Non-exempt Employees with Prior Full-time Service at Franklin & Marshall

Full-time non-exempt employees with prior full-time service at Franklin & Marshall will receive paid vacation days based on their total full years of full-time College service.

Vacation Days for Full-time Non-exempt Employees with Prior Part-time Service at Franklin & Marshall

Part-time employees who transfer to full-time non-exempt positions will receive credit for their prior part-time College service when determining eligibility to take vacation days. This policy applies to non-exempt personnel who transfer from a part-time position at the College to a full-time position on or after July 1, 2000. A part-time College employee who transfers to a full-time position at Franklin & Marshall will earn .83 days of vacation per work month during his/her 1st year of full-time employment. When a part-time College employee transfers to a full-time non-exempt position, a "full-time equivalency (FTE)" will be calculated, solely for purposes of determining eligibility for additional paid vacation days. The FTE will be calculated by adding together the employee's annual part-time work hours (as reported on timesheets) to get total part-time work hours. Total part-time work hours will then be divided by 1,820 hours to get the employee's FTE. Eligibility for additional paid vacation days upon appointment to a full-time position will be based on this FTE as follows:

Total Part-Time Work Hours	FTE	Paid Vacation Days/Fiscal Year
less than 1,820	0	.83/month
1,820	1	10
3,640	2	10
5,460	3	10
7,280	4	10
9,100	5	15
10,920	6	15
12,740	7	15
14,560	8	15
16,380	9	15
18,200	10	20

A new full-time non-exempt employee with an FTE of 0 (i.e., less than 1,820 total part-time work hours) will earn .83 paid vacation days per calendar month during his/her 1st year of full-time employment, effective the 1st of the month coinciding with or following appointment to a full-time position. Vacation days may be taken as they are earned. A new full-time employee with an FTE of 1 will be eligible to use 10 paid vacation days per fiscal year, immediately upon appointment to a full-time position, and will receive an additional 5 paid days after 4 years of full-time service. A new full-time employee with an FTE of 2 will receive 10 paid vacation days immediately upon appointment to a full-time position, and will receive an additional 5 paid days after 3 years of full-time service. An employee with an FTE of 5 (i.e., at least 9,100 total part-time work hours) will receive 15 vacation days immediately upon appointment to a full-time position, and an additional 5 days after 5 years of full-time employment.

When calculating an employee's FTE, if no part-time work hours information is available for a particular year, the maximum hours credited for that employment year will be 500 hours. Hours over 999 in any one employment year will not be counted (the maximum hours credited per employment year will be 999). Employment years in which a part-time employee worked less than 500 hours will not be counted 0 hours will be credited for that year except the year during which the transfer to full-time occurs. Total part-time work hours will be rounded down to the nearest full year FTE (i.e., total part-time hours of 4,000 will equal an FTE of 2).

Internal Transfers

When an employee transfers from one department to another within the College, eligibility to use vacation days transfers to the new position.

Non-exempt employees hired prior to January 1, 2002, who transfer to exempt positions, will receive payment, at the time of the transfer, for unused vacation days from the current fiscal year. Payment will be made at the rate of pay in effect while in a non-exempt position. Upon transferring to an exempt position, the employee will be eligible to take the equivalent of 2 vacation days per working month, effective from the date of the transfer through June 30 of the current fiscal year, and then will become eligible for the vacation benefit for exempt personnel as outlined above.

Vacation Payment at Employment Termination

Upon employment termination, full-time non-exempt staff members hired on or after January 1, 2002, and full-time exempt employees will receive payment for unused vacation days earned between the beginning of the *current* fiscal year (July 1) and the last actual working day, rounded to the nearest half-day of vacation. Because employees are expected to use their vacation during the fiscal year, *there is no payment made for unused vacation if an individual terminates his/her employment at the end of a fiscal year.* For employees terminating late in the fiscal year, payment is only made for the number of earned and unused vacation days that could have been taken between the employee's termination date and the end of the fiscal year (June 30), based on the number of work days left in the fiscal year.

At employment termination, full-time non-exempt personnel hired *prior to* January 1, 2002, will receive payment for all unused vacation days from the current fiscal year, and vacation accrued between July 1 of the current fiscal year and the last actual working day. Accrued vacation is paid out at an employee's pay rate in effect on his/her last working day. However, *there is no payment made for unused vacation from the current fiscal year if an individual terminates his/her employment at the end of a fiscal year.* For employees terminating late in the fiscal year, payment is only made for the number of unused vacation days that could have been taken between the employee's termination date and the end of the fiscal year (June 30), based on the number of work days left in the fiscal year, plus vacation accrued between July 1 and the termination date.

Temporary employees (those on a less than one-year appointment) are not eligible for payment of unused vacation upon employment termination.

At employment termination, if an employee has an outstanding computer loan through the College's computer purchase program, or any other payment due the College, the outstanding balance will be deducted from the employee's wages and/or any earned vacation payment, to the extent permitted by law.